

Pennine Lancashire

**PENNINE LANCS BUILDING CONTROL COMMITTEE**  
**Meeting at Blackburn Town Hall**

**Tuesday, 10th September, 2019 @ 4.30 pm**

## **AGENDA**

<b>Item No.</b>	<b>Issue</b>	<b>Notes</b>	<b>Page No.</b>
<b>1.</b>	<b>Welcome and Apologies</b>	To welcome attendees to the meeting and receive any apologies for absence	
<b>2.</b>	<b>Minutes</b>	To approve as a correct record the Minutes of the last meeting held on 2 <sup>nd</sup> July 2019 (enclosed)	<b>5 - 6</b>
<b>3.</b>	<b>Additional Items of Business</b>	To determine whether there are any additional items of business which, by reason of special circumstances, the Chair decides should be considered at the meeting as a matter of urgency.	
<b>4.</b>	<b>Declarations of Interest</b>	To receive any declarations of interest – if you declare an interest you should complete the appropriate form (available from the Committee Secretary) and, if necessary, seek advice on whether you can speak or vote on the item in question.	

5.	<b>Exclusion of the Public</b>	To determine which items, if any, the public are to be excluded from the meeting.	
6.	<b>Public Question Time</b>	To consider questions or statements received in writing from Members of the public by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
7.	<b>Questions by Non Executive Members</b>	To consider questions or statements received in writing from Non-Executive Members by 4.00pm on the day before the meeting, on any issue within the remit of the Joint Committee	
8.	<b>Budget and Income Monitoring</b>	To provide the Joint Committee with Pennine Lancs. Building Control 2019/20 fee income monitoring information for the financial period June to July 2019.	7 - 10
9.	<b>Performance Monitoring</b>	To provide the Joint Committee with performance monitoring information updated to include period June to July 2019.	11 - 24
10.	<b>Appointment of Secretary of PLBC for the remainder of 2019-20</b>	To consider the appointment of the secretary of PLBC for the remainder of 2019-20	
11.	<b>Date of Next Meeting and Future meetings</b>	To confirm that the next meeting will be held on the 29 <sup>th</sup> October 2019 at Burnley at 4.30pm, and that future meetings will be held on the following dates and times; 21 <sup>st</sup> January 2020 (Blackburn) at 4.30pm 16 <sup>th</sup> June 2020 (Burnley) at 4.30pm	

Membership

Councillor Ivor Emo

Published

Monday, 2 September 2019

*Pennine Lancs Building Control service is managed and controlled by Blackburn with Darwen and Burnley Borough Councils*



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**MINUTES OF THE  
PENNINE LANCAS BUILDING CONTROL COMMITTEE  
Annual General Meeting held at Burnley Town Hall  
Tuesday, 2<sup>nd</sup> July 2019  
@ 4.30 pm**

<b>NAME</b>	<b>TITLE</b>	<b>COUNCIL</b>
Councillor Ivor Emo	Executive Member for Housing & Leisure	Burnley Borough Council
Councillor Phil Riley	Deputy Leader and Executive Member for Regeneration	Blackburn with Darwen Borough Council
Nick Bargh	Head of Pennine Lancs Building Control	PLBC
Martin Kelly	Director of Growth and Development	Blackburn with Darwen Borough Council
Paul Gatrell	Head of Housing & Development Control	Burnley Borough Council
Eric Dickinson	Democracy Officer	Burnley Borough Council

<b>Item No.</b>	<b>Issue</b>
<b>1</b>	<b>Appointment of Chair and Vice-Chair for 2019-20</b>
	Decision Councillor Ivor Emo was appointed as Chair, and Councillor Phil Riley as Vice Chair, of PLBC for the 2019/20 Municipal Year.
<b>2</b>	<b>Welcome and Apologies</b>
	Councillor Ivor Emo welcomed all attendees to the meeting.
<b>3</b>	<b>Minutes</b>
	The Minutes of the last meeting held on the 31 <sup>st</sup> January 2019 were agreed as a correct record.
<b>4</b>	<b>Budget and Income Monitoring</b>

	<p><b>Purpose</b> To provide the Joint Committee with Pennine Lancs. Building Control 2018/19 out-turn figures and 2019/20 fee income monitoring information for the financial period April to May 2019.</p> <p><b>Reasons For Decision</b> To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.</p> <p><b>Decision</b> That the Pennine Lancs. Building Control 2018/19 out-turn figures and 2019/20 fee income monitoring information for the financial period April to May 2019 be noted.</p>
<b>5</b>	<b>Performance Monitoring</b>
	<p><b>Purpose</b> To provide the Joint Committee with performance monitoring information updated to include period January to May 2019.</p> <p><b>Reason For Decision</b> To ensure that the Joint Committee is kept fully informed of Pennine Lancashire's Building Control's operational performance against the targets set out in the Business Plan and the Policy and Procedures Manual.</p> <p><b>Decision</b> That the performance monitoring data provided from January to May 2019 be noted by the Joint Committee.</p>
<b>6</b>	<b>Dates of next and future meetings for 2019-20</b>
	<p><b>Decision</b></p> <p>(1) That the date of the next and future meetings for 2019/20 be at 4.30pm, as follows; 3<sup>rd</sup> September 2019-Blackburn 29<sup>th</sup> October 2019- Burnley 21<sup>st</sup> January 2020- Blackburn; and</p> <p>(2) That at the next meeting the Joint Committee will appoint The Secretary for the remainder of 2019/20, being an officer of a Partner Authority, who shall be designated amongst other things to provide administrative support as set out in Paragraph 8 of the constitution.</p>

## REPORT TO PENNINE LANCs BUILDING CONTROL COMMITTEE



<b>DATE</b>	<b>10<sup>th</sup> September 2019</b>
<b>PORTFOLIO</b>	<b>Pennine Lancashire Building Control</b>
<b>REPORT AUTHOR</b>	<b>Nick Bargh</b>
<b>TEL NO</b>	<b>01254 778902</b>
<b>EMAIL</b>	<b>nick.bargh@blackburn.gov.uk</b>

### Pennine Lancs. BC – Fee Income Monitoring 2019/20

#### PURPOSE

1. To provide the Joint Committee with Pennine Lancs. Building Control 2019/20 fee income monitoring information for the financial period June to July 2019.

#### RECOMMENDATION

2. That the Joint Committee notes the Pennine Lancs. Building Control 2019/20 fee income monitoring information for the financial period June to July 2019.

#### REASONS FOR RECOMMENDATION

3. To ensure the Joint Committee is kept fully informed of Pennine Lancashire Building Control's budget position, income targets and performance.

#### SUMMARY OF KEY POINTS

4. Appendix A – fee income monitoring shows a good start to the financial year 2019/20 with a Q1 return of £110k which is although £8k lower than the Original Budget 2019/20 Q1 figure of £118k it is £11k higher than the previous year Actual Budget 2018/19 figure of £99k and even more pleasing £24k higher to the Actual Budget 2017/18 figure of £86k.

The start of Q2 has seen a figure of £52k recorded which is pleasing to highlight as this July figure is a significant increase on previous recorded sums for the same period.

#### FINANCIAL IMPLICATIONS AND BUDGET PROVISION

5. Based upon and to reflect the reported solid financial performance over the Q1 period of 2019/20 and, in conjunction with the good July 2019 figure recorded, the Fee Income forecast will remain at £440k.

## **POLICY IMPLICATIONS**

6. None.

## **DETAILS OF CONSULTATION**

7. Simon Ross, Finance Unit - Blackburn with Darwen Borough Council  
Martin Dixon, Finance Unit - Burnley Borough Council  
Paul Gatrell – Head of Housing and Development - Burnley Borough Council  
Martin Kelly – Director of Growth and Development - Blackburn with Darwen Borough Council;

## **BACKGROUND PAPERS**

8. None.

## **FURTHER INFORMATION**

**PLEASE CONTACT: Nick Bargh**

**01254 - 778902**

**ALSO:**



### Pennine Lancashire Building Control - Fee Income Monitoring

	Year 8	Year 9	Year 10	Year 11			
	Actual	Actual	Actual	Original Budget	Actual	Projection	Shortfall / (Surplus)
<u>Month</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2019/20</u>	<u>2019/20</u>
	£	£	£	£	£	£	£
April	40,089	22,750	36,468	43,385	40,872		2,513
May	31,262	20,647	23,999	28,551	33,160		(4,609)
June	27,764	42,450	38,820	46,183	35,685		10,498
<b>Q1</b>	<b>99,115</b>	<b>85,847</b>	<b>99,287</b>	<b>118,119</b>	<b>109,717</b>	<b>-</b>	<b>8,402</b>
July	36,663	32,115	27,278	32,452	51,585		(19,133)
August	32,235	31,551	45,882	54,585		54,585	-
September	34,370	44,842	30,252	35,990		35,990	-
<b>Q2</b>	<b>103,268</b>	<b>108,508</b>	<b>103,412</b>	<b>123,027</b>	<b>51,585</b>	<b>90,575</b>	<b>(19,133)</b>
October	47,438	42,063	35,692	42,462		42,462	-
November	29,972	28,284	25,145	29,915		29,915	-
December	23,327	19,014	10,220	12,159		12,159	-
<b>Q3</b>	<b>100,737</b>	<b>89,361</b>	<b>71,057</b>	<b>84,536</b>	<b>-</b>	<b>84,536</b>	<b>-</b>
January	24,843	19,499	19,156	22,790		22,790	-
February	31,499	43,899	22,586	26,870		26,870	-
March	32,921	21,755	54,349	64,658		64,658	-
<b>Q4</b>	<b>89,263</b>	<b>85,153</b>	<b>96,091</b>	<b>114,318</b>	<b>-</b>	<b>114,318</b>	<b>-</b>
<b>Total</b>	<b>392,383</b>	<b>368,869</b>	<b>369,847</b>	<b>440,000</b>	<b>161,302</b>	<b>289,429</b>	<b>(10,731)</b>
<b><u>Financial Period</u></b>							
April - July	135,778	117,962	126,565	150,571	161,302		(10,731)
August - March	256,605	250,907	243,282	289,429		289,429	-
<b>Total</b>	<b>392,383</b>	<b>368,869</b>	<b>369,847</b>	<b>440,000</b>	<b>161,302</b>	<b>289,429</b>	<b>(10,731)</b>

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ITEM NO	
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## REPORT TO PENNINE LANCS BUILDING CONTROL COMMITTEE



DATE	10 <sup>th</sup> September 2019
PORTFOLIO	Pennine Lancashire Building Control
REPORT AUTHOR	Nick Bargh
TEL NO	01254 778902
EMAIL	nick.bargh@blackburn.gov.uk

### Performance Monitoring

#### PURPOSE

1. To provide the Joint Committee with performance monitoring information updated to include period June to July 2019.

#### RECOMMENDATION

2. That the Joint Committee notes the performance monitoring data provided.

#### REASONS FOR RECOMMENDATION

3. To ensure that the Joint Committee is kept fully informed of Pennine Lancashire's Building Control's operational performance against the targets set out in the Business Plan and the Policy and Procedures Manual.

#### SUMMARY OF KEY POINTS

4. Performance monitoring takes place on a continuous basis and the subsequent data is contained within Appendices 1-5.

Appendix 1 – records operational team performance with all targets being met within the required time periods.

Appendix 2 – highlights technical support team performance for June to July 2019 and all tasks except one were reported as being excellent. Task 5 was rated as good.  
Overall, a strong performance to report for the opening period of 2019.

Appendix 3 – indicates a summary of Building Regulations applications received and for 2019/20 Q1 period a figure of 189no. was recorded which is in line with previous year's Q1 periods (2017/18 – 195no. 2018/19 - 187no.)

The month of July 2019/20 has seen a total of 68no. applications received.

Appendix 4 - highlights site commencements and for 2019/20 Q1 period a figure of 138no. is recorded which is lower than the previous year 2018/19 Q1 period by 41no. site commencements (179no.) and 2017/18 period 66no. site commencements (204no.)

The month of July 2019/20 has seen a total of 73no. site commencements.

Appendix 5 – contains data relating to private sector Approved Inspector (AI) activity within PLBC and the Q1 period figure of registered Initial Notices (IN) for 2019/20 was recorded at 147no. resulting in an AI market share percentage of 48.11% for the 3 month period. This indicates the continuing trend of increase in private Building Control service provider activity as this Q1 figure was higher than the previous Q1 period 2018/19 115no. applications – 44.66%.

The start of 2019/20 Q2 period has seen for the month of July 52no. IN received resulting in a 42.72% market share.

Current running totals for IN are recorded at 199no. applications with a 45.85% market share.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION**

5. Whilst a downturn is recorded in site commencements for the first part of 2019/20 in comparison to the previous year, registered application numbers are on a par with previous 2018/19 data and, as a result, the Fee Income forecast will remain at £440k.

## **POLICY IMPLICATIONS**

6. None.

## **DETAILS OF CONSULTATION**

7. Paul Gatrell - Head of Housing and Development - Burnley Borough Council;  
Martin Kelly – Director of Growth and Development - Blackburn with Darwen Borough Council;

## **BACKGROUND PAPERS**

8. None.

**FURTHER INFORMATION**

**PLEASE CONTACT: Nick Bargh**

**01254 - 505024**

**ALSO:**

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## Performance Monitoring

<p style="text-align: center;"><b>Table 1. - Team performance (operational)</b></p> <p style="text-align: center;"><b>June - July 2019</b></p>			
		Target Met ✓	Target Not Met ✖
1.	Inspections requested before 10.00am will be visited on the same day.	✓	
2.	Plans deposited to be checked promptly, in all cases a check to be carried out and communication made with the applicant in less than 10 working days.	✓	
3.	Reports of dangerous structure to be attended to within the following time limits: i) Out of working hours – within one hour ii) During working hours – risk assessed as an emergency – within one hour iii) During working hours – risk assessed as a non-emergency same day	✓  ✓  ✓	
4.	Reports of non- domestic buildings open to access being attended to within the following time limits: i) Out of working hours – If risk assessed as an emergency within two hours, otherwise next day ii) During working hours – If risk assessed as emergency within two hours, otherwise same day	✓  ✓	

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PLBC Performance Monitoring  
June - July 2019

APPENDIX 2

Table 2 - Team Performance (Technical Support) Blackburn Office

Ref	Task & Criteria	P.I. Target (working days)	Level of Performance based on number of anomalies found in audit			Comment of Level of Performance	Action Required
			Poor 5 or more	Good 2-4	Excellent 0-1		
1	<b>BOOKING IN OF NEW APPLICATIONS</b> To register all new applications onto the Database system within 3 working days from being received by PLBC.	3 days			✓	Met - 9/10 applications were input under the 3 days target. 1/10 took 6 days.	No Issues.
2	<b>FORMAL DECISION</b> To register all decisions onto the Database system within 3 working days from the plan checking surveyor signing off.	3 days			✓	Met - 8/9 applications processed within the desired times. 1/9 processed in 4 days. 10th was a Regularisation, therefore not applicable for audit.	No Issues.
3	<b>INVOICING</b> To request an account no. from the Debtors team following Site Surveyor recording an application as commenced on the monthly Site Inspection register, not required payment if any, create & send out invoice, update database. Ensure transfers are placed on following month sheets.	Monthly			✓	Met - 10/10 applications approved within the desired times.	No Issues.
4	<b>COMPLETIONS</b> To carry out the Completion validation checks, if able complete and produce a Completion Certificate. Ensure queries are followed up and deferred onto next months sheets as necessary. Validation checks include: Final Inspection fee paid and Part P Electrical notification or paperwork received.	Monthly			✓	Met - 10/10 Completions had been correctly processed.	No Issues.
5	<b>SEARCHES</b> To process fee paying search lists 5 working days from receipt into PLBC to supplying the completed response proformas to the Land Charges team. A fee paying search maybe a Local Land Search from Solicitors or as a Con29 from private search companies. Search lists are received electronically into the PLBC teams generic email address: <a href="mailto:bc@penninelancsplace.org">bc@penninelancsplace.org</a> on almost a daily basis. This email address is checked each morning and afternoon. Requests made under the Freedom of Information or Environmental Information Regulations legislations are subject to their own legal timescales of 20 working days from receipt into the Council to response being given.	LA/Con29 5 days.  EIRs 20 days		✓		Met - 4/8 LA & Con29 searches were processed within the required 5 days. 4/8 LLC took 6 & 7 days. EIRs are being processed within desired timescales.	No Issues. The overrun occurred during summer annual leave.
6	<b>DEMOLITION SECTION 80</b> To record Demolition Section 80 notices within 5 working days being received by PLBC. Recording consists of registering, issue a Section 81 notice and send out letters to statutory undertakers.	15 days			✓	2/2 Blackburn demolitions processed during this audit period. Dealt with in 3 and 4 days.	No issues.

NB. Due to the restrictions on extracting data from the existing Building Control database system, only manual audits are available and therefore a % sample of data is used from the Blackburn team in agreement with the Audit team for auditing of Technical Performance Monitoring.

Key: TSOs - Technical Support Officers

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## Performance Monitoring

**Table 3. - Summary of Building Regulation Applications Received**  
(includes regularisation & demolition applications)

<i>MONTH</i>	<i>2014/15</i>	<i>2015/16</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>	<i>2019/2020</i>
APR	112	90	73	58	68	55
MAY	74	79	81	75	59	75
JUN	77	116	72	62	60	59
JUL	78*	94	109	57	73	68
AUG	78	71	85	66	80	
SEP	73	75	75	75	65	
OCT	96	82	87	64	63	
NOV	62	78	67	50	75	
DEC	58	64	63	41	34	
JAN	67	77	59	52	50	
FEB	78	81	68	54	50	
MAR	109	97	94	54	83	
<b>TOTAL</b>	<b>962</b>	<b>1004</b>	<b>933</b>	<b>708</b>	<b>760</b>	

\*Typo, reported as 58 on Tues 9<sup>th</sup> Sept 14

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## Performance Monitoring

**Table 4. - Summary of Site Commencements**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
APR	83	109	72	65	42	52
MAY	39	70	34	61	76	55
JUN	79	71	67	78	61	31
JUL	58*	54	59	107	52	73
AUG	85	62	78	55	68	
SEP	50	54	46	79	52	
OCT	63	91	55	84	47	
NOV	63	67	72	49	73	
DEC	40	52	34	34	16	
JAN	46	209**	43	23	40	
FEB	66	27	81	40	43	
MAR	42	102	47	47	66	
<b>TOTAL</b>	<b>714</b>	<b>968</b>	<b>688</b>	<b>722</b>	<b>636</b>	

\*Typo, reported as 78 on Tues 9<sup>th</sup> Sept 14

\*\*Jan16 Plot adjustment on housing sites at Burnley Borough Council & update system for future monitoring.

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## Performance Monitoring

*Table 5. - Summary of Schemes Notified as being subject to Private Sector Building Control*

	Notifications received (excludes solar panel, regularisation & demolition applications)							
	2016 / 17		2017 / 18		2018 / 19		2019 / 20	
	Number of Initial Notices	Market Share % of Applications	Number of Initial Notices	Market Share % of Applications	Number of Initial Notices	Market Share % of Applications	Number of Initial Notices	Market Share % of Applications
APR	21	23.60%	24	31.17%	33	33.00%	56	51.85%
MAY	17	18.52%	26	27.37%	36	39.13%	40	36.70%
JUN	17	20.48%	34	35.79%	46	44.66%	51	48.11%
JUL	28	21.87%	36	39.56%	41	37.96%	52	42.72%
AUG	21	21.21%	35	35.71%	47	39.17%		
SEP*	17	20.00%	24	25.81%	35	38.40%		
OCT	21	20.59%	27	30.34%	49	46.23%		
NOV	20	24.10%	32	41.03%	28	31.11%		
DEC	16	22.22%	31	44.93%	15	31.25%		
JAN	13	20.00%	36	42.35%	33	41.77%		
FEB	31	31.63%	38	41.76%	36	43.37%		
MAR	27	22.88%	38	43.18%	45	38.46%		
<b>TOTAL</b>	<b>249</b>	<b>22.35%</b>	<b>381</b>	<b>36.42%</b>	<b>444</b>	<b>39.02%</b>	<b>199</b>	<b>45.85%</b>

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